



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CHARGE NURSE

Job Number: 20001011

Job Code: 43220V161016

Job Group: 4300 - NURSING

Job Established: 08/16/1986

Job Revised: 10/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises professional and ancillary employees in the administration of efficient nursing care of patients and makes recommendations to the nursing administrator and the nurse shift supervisor; OR, coordinates the provision of clinical services to children with special health care needs and serves as advisor and resource person to professional staff; OR, supervises the delivery of occupational health care or nursing services to employees at multiple sites; OR administers the nursing services program in a Juvenile Justice Facility; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Must have two years of experience as a Registered Nurse.

Substitute EDUCATION for EXPERIENCE:

A bachelor's degree in nursing will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed in Kentucky as a registered nurse or possess a valid work permit issued by the Kentucky Board of Nursing. <http://www.lrc.state.ky.us/KRS/314-00/041.PDF> <http://www.lrc.state.ky.us/KRS/314-00/101.PDF> <http://www.kbn.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification.

Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides first level supervision and evaluation to nursing care staff including Registered Nurses, LPNs, Patient Aides, Ward Clerks, or Occupational Health Nurses. Prepares assignment sheets. Makes regular rounds on the ward. Ensures proper ward coverage. Assures that nursing staff attend in-service and staff meetings. Assists in evaluating nursing goals and treatment philosophy. Conducts orientation of new nursing staff. Delegates duties to appropriate staff. Attends team meetings. Responsible for verbal and written reprimands. Evaluates nursing practices. Attends and presides at staff meetings. Develops nursing practices. Develops nursing objectives. Performs duties of registered nurse as needed. Validates accuracy of nursing employees' time sheets. Responsible for the quality of care of patients in a 24-hour period. Performs expert clinical nursing care as a member of the health care team. Receives and responds to all medical treatment plans for the child with special health care needs. Advises and coordinates other professional team members regarding medical, social, and economic problems for children with special health care needs and their family. Provides crisis intervention to staff, patients and families through assessment, diagnosis, planning, intervention and evaluation.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents work with patients, clients, or employees who may have been exposed to infectious diseases.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.